

## **Safety Committee Minutes - December 3, 2013**

Attendance: Betsy Oulton, Wendy Collins, Shay Stathoplos, Erich Hysler, George Kathios, Chief David O'Brien, Steve Stilphen, Maryann Place, Lt. Russ French

-Town Complex evacuation plan is done. Chief O'Brien will do a drill soon. Betsy will let Chief O'Brien know as soon as the last four employees are trained.

-Chief O'Brien and Detective Ray Hazen will do lock down training soon with the Town Complex employees after they do the Kittery Community Center. The Town needs a Crisis Management Team. The School currently has one.

-Town Hall employees need a plan if a panic button is pulled. Meredith deals with cash and needs a button in her new office.

-Global Harmonization Training. Almost all employees have completed the training. Betsy to follow up on those who are not in compliance.

-Chief O'Brien and Betsy going to MMA to request fine money be refunded to Town rather than to the State. Chief O'Brien suggests we put money in a designated fund that will be used by the Safety Committee to make sure we stay in compliance ongoing. We spent more money than the penalties to fix various items.

-MMA Safety grant: Should all dept's apply? Are we doing double the work or increasing our odds of getting the grant funds if all dept's apply?

-Betsy. Cited for not posting Safety Cmt mtg minutes and agendas. Much discussion on how and where to post these. Minutes can be a summary of meeting discussions. Internet vs. Intranet.

-ESS. Employee Self serve. Minutes and Agendas can eventually be posted here.

-Lance from MMA stopped by to look at Rec center roof, mentioned again to Betsy to make sure we are posting minutes and agendas. Decision made to post on all dept. bulletin boards until ESS up and running.

-KPD. Dept meetings hard to do as they have to pay off duty officers a minimum of 4 hours to come in. Russ suggested combining this with other police training.

-Maryann has monthly staff meetings for her staff, but isn't sure about the rest of town office employees.

-Target Solutions. Free for school. Not for town. Betsy is suggesting Target Solutions meet with MMA and partner with them.

Adjourned – Next Meeting, Thursday morning, January 9, 2014 at 8:00 a.m.